

PERFORMANCE REVIEW FORMS FOR EMPLOYEE GROUPS IN ESD

Below is a list of performance review forms that will complete an employee's evaluation package. These are based on the Lab's process, the Division's internal policies and procedures for accomplishing this important task of the annual performance review. In addition, this attachment lists employee classification numbers and file-naming conventions to simplify this process.

1. EMPLOYEE EVALUATION PACKAGE

Note that all career and term employees working 50% time or more, who were on the payroll prior to May 1, must have a performance evaluation. Faculty, GSRAs, Rehired Retirees, Limited (temporary) appointments, and Guests do not receive performance evaluations.

1.A. NON-REPRESENTED EMPLOYEES

Employees in this group are part of the Performance Review and Development (PRD) process. NOTE: Similar to last year, all ESD Post Docs will receive a performance evaluation, using the PRD form. The following forms must be completed and submitted by the supervisor to their respective Department Head:

Employee Completes and Provides items #1 and #2 below to Supervisor:

1. Annual Supplement to the Professional Resume (ASPR; required for S&E's only). Remember that the ASPR is a public document and should be an objective statement of accomplishments and responsibilities. Treat it like your CV. More personal and subjective assessments can be made in the Employee Self Assessment Worksheet.
2. Employee Self-Assessment Worksheet

Supervisor Completes and Provides Items # 1-4 to Department Head:

3. PRD Form: Accomplishments Worksheet (pages 1-2) and Performance and Development Planning Worksheet (pages 4-5)
4. Position Description – Update employee's position description if there are significant changes to essential duties.

1.B. REPRESENTED EMPLOYEES (RX AND TX)

This year, all RX and TX employees will transition to the Performance Review and Development (PRD) forms; therefore, each RX and TX employee will receive a Performance/Progress Review (P2R) evaluation *and* a Performance and Development Planning Worksheet. The following forms must be completed and submitted by the supervisor to their respective Department Head:

Employee Completes and Provides Item #1 below to Supervisor:

1. Employee Worksheet (*Optional*). Please do not use the PRD Employee Self-Assessment Worksheet.

Supervisor Completes and Provides Items # 1-4 to Department Head:

2. P2R Form
3. Performance and Development Planning Worksheet (For RX and TX employees)
4. Position Description – Update employee's position description if there are significant changes to essential duties.

1.C. ASD EMPLOYEES

Maryann Villavert will communicate the policies, procedures, and deadlines for the support staff in the Administrative Services Department (ASD).

2. EMPLOYEE CLASSIFICATIONS

- | | |
|-------|---------------------|
| 115.1 | Post Doc |
| 115.4 | Scientist |
| 115.5 | Staff Scientist |
| 115.6 | Sr. Staff Scientist |

3. FILE NAMING CONVENTIONS

FORM	FILE NAME
ASPR: Annual Supplement to the Professional Resume	LastnameFirstinitial_ASPR_04.doc
Employee Self-Assessment Worksheet	LastnameFirstinitial_SA_04.doc
Employee Worksheet	LastnameFirstinitial_EW_04.doc
P2R: Performance/Progress Review	LastnameFirstinitial_P2R_04.doc
Performance and Development Planning Worksheet (For RX, TX, KB, and HX employees)	LastnameFirstinitial_PW_04.doc
Position Description	LastnameFirstinitial_PD_04.doc
PRD: Performance Review and Development	LastnameFirstinitial_PRD_04.doc